



Job Announcement

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**STATEWIDE PROMOTIONAL - OPEN TO CURRENT MARYLAND STATE EMPLOYEES ONLY
REPOST - CHANGE IN MINIMUM QUALIFICATIONS
PREVIOUS APPLICANTS WILL BE CONSIDERED**

Opening Date:	January 23, 2009	Closing Date:	February 6, 2009
Job Title:	Classification and Salary Analyst	Position Type:	Regular Full Time
PIN:	073282	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Human Resources Department Annapolis, Maryland	Grade/Entry Salary:	J13 \$44,158 - \$70,982 (Depending on Qualifications)
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: This position functions as a Classification and Salary Analyst within the Office of Classification, Salary Administration and HRIS. The position is responsible for conducting the reclassification of positions in various occupational areas; conducting job analyses and job evaluation studies to determine the appropriate classification and salary levels; reviewing and proposing sound alternatives for organizational structures and proposals for classification impact; conducting on-site interviews for classification and salary development; preparing analytical reports of classification and salary findings; providing advice to all levels of the Judiciary concerning classification and salary matters; conducting evaluation committee efforts for consistency in job methodology approach; performing point to grade analysis using a universal job evaluation tool and developing the plan to implement consistent job classifications for all positions; analyzing salary data to make recommendations regarding compensation initiatives, policies and procedures affecting all Judiciary employees.

Education: Possession of a bachelor's degree from an accredited college or university.

Experience: Two years of human resources work in the areas of either job analysis, job evaluation, salary administration, employee recruitment and selection, employee-employer relations, human resources program evaluation, or human resources policy formulation.

Note: Human resources work as defined above may be substituted on a year for year basis for up to four years of the required education.

Preferred: Human Resources experience in state or federal government.

Skills/Abilities: Knowledge in the application of point factor systems; knowledge of human resources management theory, policies and practices used in state government systems; strong analytical and organizational skills; effective communication skills and interpersonal skills; ability to provide guidance and accurate advice and information to managers, staff and other administrative officials; ability to develop presentations, special studies and project reports; to develop innovative solutions to resolve complex problems; to handle multiple duties; to define problems, collect data, establish facts, draw valid conclusions and formulate recommendations; to interpret policies, procedures, regulations or laws. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.